



## City of Atlanta Bureau of Buildings

### *Checklist for Submission of plans for Alterations and Repairs to One and Two Family Residences*

*The City of Atlanta is enforcing the CABO One and Two Family Dwelling Code, 2000 Edition, as amended.*

#### I. GENERAL REQUIREMENTS

- a. Two complete sets of construction plans (*plans must be on porous paper*)
- b. All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. (*Single line drawings will not be accepted*).
- c. A site plan is not required for interior only alterations that do not increase the number of living units.
- d. For projects requiring site modifications, see “Checklist for Submission of plans for Additions to One and Two Family Residences, Accessory Structures and Site Improvements”.
- e. For projects involving exterior alterations (such as 2<sup>nd</sup> story additions, changing roof structure, new cantilevers) with no site work or conversions of single family residence to a duplex, a recent survey sealed by a Georgia Registered Land Surveyor will be required.

#### II. CONSTRUCTION DETAILS

- a. Floor Plans
  - i. Show thickness of walls
  - ii. Show window and door sizes
  - iii. Show room names (such as master bedroom, bathroom, closet, etc.)
  - iv. Show width of stairs, height of riser/tread, handrails and detail.\*\*\*
  - v. Show finished ceiling height for projects where new living space is being created in previously unfinished space (such as attic, basement, etc.)
- b. Structural Details are required when removing, adding or modifying building structure components.
  - i. Specify size and type of new structural components
    - 1. Girders, Beams, Headers, Joists and Rafters
    - 2. Columns
    - 3. Trusses (vendor specifications required)
    - 4. Interior Footing and Foundations
  - ii. Show egress components-stair & ramp\*\*\*
  - iii. Show floor framing plans for each level; ceiling and roof framing plan\*\*\*
  - iv. Section detail as deemed necessary by plan reviewer.

*Note: If using pre-engineered building structural components, submit technical specification for verification of code compliance from manufacture.*

III. PERMIT FEES

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost of job (\$50.00 minimum)
- b. Impact fees are only applicable for a change in number of living units.
  - i. Redevelopment and/or Change of Use adjustments may apply.  
*Note: affordable Housing Exemptions available-Call Bureau of Housing at 404-330-6390 for further information. Empowerment Zone, Linkage Community and other exemptions are also available-Call Bureau of Planning at 404-330-6145 for eligibility.*
- c. A separate permit is required by a licensed professional from:
  - i. Electrical\*\*\*(404-330-6180)
  - ii. HVAC\*\*\*(404-330-6264)
  - iii. Plumbing\*\*\*(404-330-6170)
- b. Sewer Tap Permits\*\*\* and “Pay as you Enter” fees (\$30.00)\*\*\* are issued by The Department of Watershed Management-Site Development(404-330-6089).
- c. Water Tap Permits\*\*\* are issued by The Department of Watershed Management – Bureau of Water (404-330-6091)

\*\*\*If applicable